



## Application Packet For Noah Webster Schools

Thank you for your interest in Noah Webster Schools. This information should assist you in applying for a position at our school. The application process for both teaching and classified positions is described below. Applications for employment are accepted throughout the year.

### Teaching Positions

For Teaching Positions the following process is followed:

- Application packet is completed
- Applicant is invited for an interview

In addition to filling out the application form, please include the following items:

- Current resume
- Copy of college transcripts
- Copy of teaching certification
- Class I IVP Fingerprint Clearance Card with the State of Arizona  
Contact the AZ Department of Public Safety, 602-223-2000, or Community Wellness Center 480-892-4295
- Copy of CPR/First Aid card
- Evidence that you are highly qualified according to H.O.U.S.S.E. Rubric, Arizona Educator Proficiency Test (AEPA Elementary Ed 01 test) or NES Subtest I & II passing scores
- Any formal observation notes from previous administrators/supervisors
- Three letters of recommendation current to within one year
- Documentation of SEI hours of completed

To apply for Arizona certification you may contact the Arizona Department of Education at 602-542-4367, located at 1535 W. Jefferson St., Phoenix, AZ 85007, or visit the Arizona Department of Education website at [www.ade.state.az.us](http://www.ade.state.az.us).

When application materials are complete, they may be emailed to Noah Webster School, Attention: Jen Pennington ([jpennington@noahwebster.org](mailto:jpennington@noahwebster.org)), or faxed to 480-354-3490, Attention: Jen Pennington.

## Classified Positions

For Classified Positions the following process is followed:

- Application materials are completed and submitted
- Applicant is invited for an interview

**Classified positions include all support staff, clerical, maintenance, bus drivers, cafeteria personnel, playground aides, and instructional coaches.**

In addition to filling out the application form with this packet, please include the following:

- Current resume
- Unofficial copy of your transcripts of university credits if applying for an instructional coach position, or a copy of high school diploma
- Three letters of recommendation current to within one year
- Fingerprint Clearance Card:
  - For Instructional Aides - Class I IVP Fingerprint Clearance Card with the State of Arizona
  - For Non-Certified Positions - An ARS 15-512 Fingerprint Clearance Card with the State of Arizona
  - Contact the AZ Department of Public Safety, 602-223-2000, or Community Wellness Center 480-892-4295
- Copy of CPR/First Aid card
- AA Degree or passing score on the paraprofessional state assessment test (if applying for an instructional aide position)
- Any formal observation notes from previous administrators/supervisors
- Please note, certification and licensing requirements will vary with position applied for

When application materials are complete, they may be emailed to Noah Webster School, Attention: Jen Pennington, [jpennington@noahwebster.org](mailto:jpennington@noahwebster.org), or faxed to 480-354-3490, Attention: Jen Pennington.

Noah Webster School does not discriminate on the basis of race, color, national, origin, sex, age or disability in employment, treatment, admission or access to educational programs and activities.

Please select the campus you are applying for:

☐

**Mesa Campus**

7301 E. Baseline Road  
Mesa, AZ 85209  
480-986-2335

☐

**Pima Campus**

5399 N. Pima Road  
Scottsdale, AZ 85250  
480-291-6900



## Noah Webster Schools Employment Application

Name: \_\_\_\_\_  
(First) (Middle Initial) (Last)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip code)

Phone: \_\_\_\_\_  
(Home) (Cell Phone)

Email Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_  
(Name) (Relationship)

\_\_\_\_\_  
(Work Place Name or Address) (Phone #1) (Phone #2)

Position: \_\_\_\_\_ When can you start? \_\_\_\_\_

### EDUCATIONAL BACKGROUND

College or University Attended: Name, City, State	Dates Attended	Degree/Major
College or University Attended: Name, City, State	Dates Attended	Degree/Major

### CERTIFICATION

List any valid teaching certifications that you presently hold.

Certification:	Expiration:	State:
Certification:	Expiration:	State:

☐ YES ☐ NO Have you ever been an employee of Noah Webster Schools?

Name used if different from present name: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Position and Location: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

☐ YES    ☐ NO    Do you presently have any relatives employed by Noah Webster Schools? If yes, please identify and specify.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Their Position: \_\_\_\_\_

☐ YES    ☐ NO    Can you perform the essential functions of the position for which you have applied, with or without reasonable accommodations?

### TEACHING EXPERIENCE/REFERENCES

Please provide the information below for reference check purposes. Individuals listed must be supervisor or administrator who can comment of your job performance. References must be listed for the past five (5) years of employment, most recent first.

School:	Position Held:	From:
Address:		To:
Supervisor Name:	Work Phone:	Email:
Reason for Leaving Position:	Can we contact your Supervisor/Principal? <input type="checkbox"/> Yes <input type="checkbox"/> No	

School:	Position Held:	From:
Address:		To:
Supervisor Name:	Work Phone:	Email:
Reason for Leaving Position:	Can we contact your Supervisor/Principal? <input type="checkbox"/> Yes <input type="checkbox"/> No	

School:	Position Held:	From:
Address:		To:
Supervisor Name:	Work Phone:	Email:
Reason for Leaving Position:	Can we contact your Supervisor/Principal? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### OTHER WORK EXPERIENCES/REFERENCES

Company Name:	Position Held:	From:
Address:		To:
Supervisor Name:	Work Phone:	Email:
Reason for Leaving Position:	Can we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Company Name: Address:	Position Held:	From: To:
Supervisor Name:	Work Phone:	Email:
Reason for Leaving Position:	Can we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Company Name: Address:	Position Held:	From: To:
Supervisor Name:	Work Phone:	Email:
Reason for Leaving Position:	Can we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

If there are any gaps in your employment history, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### PERSONAL REFERENCES

Please provide the personal reference information of an individual(s) that will allow the school to check your background for the past ten (10) years. *(Do not include family members/relatives.)*

Name: Address:		Email:
How do you know this person:	Work Phone:	Home Phone:

Name: Address:		Email:
How do you know this person:	Work Phone:	Home Phone:

Name: Address:		Email:
How do you know this person:	Work Phone:	Home Phone:

## BACKGROUND REPORTING INFORMATION

Because of the tremendous responsibility Noah Webster Schools has to its school children and community, the following information is needed from all applicants and employees. A record of arrest or conviction does not prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment, or may be cause for dismissal if employed. Failure to disclose all information may result in prosecution for filing false information with a public agency. Applicants and employees must report any convictions and arrests that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the Human Resources Director at [jpennington@noahwebster.org](mailto:jpennington@noahwebster.org).

### Section I: Additional Required Information

1. ☐ YES ☐ NO Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior was pending? You must answer "Yes" even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. **If you answer "Yes" you must provide the date of termination or employment, name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination.**
2. ☐ YES ☐ NO Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private? **If you answer "Yes" you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusations against you and the final disposition.**
3. ☐ YES ☐ NO Are you now being investigated or have you ever been investigated for any alleged misconduct of other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? **If you answer "Yes" you must provide the name, address and telephone number of the employer or licensing body and a statement of accusations against you.**
4. ☐ YES ☐ NO Have you ever resigned rather than face disciplinary action and/or non-renewal by an employer and/or disciplinary action against a license/certificate?
5. ☐ YES ☐ NO Have you ever been disciplined for any reason, which resulted in suspension from work?
6. ☐ YES ☐ NO Have you ever been convicted of a DUI offense?
7. ☐ YES ☐ NO Have you ever been convicted of a felony?
8. ☐ YES ☐ NO Have you ever been convicted of a sex or drug related offense?
9. ☐ YES ☐ NO Have you ever been convicted of a dangerous crime against children as defined in A.R.S. § 13.604.01?
10. ☐ YES ☐ NO Have you ever been arrested for any offense that has not yet been resolved?
11. ☐ YES ☐ NO Have you ever been fingerprinted by a law enforcement agency, arrested, convicted or pled "no contest" for any violations of law other than minor traffic offenses?

**If you answered "Yes" to any of the above, you must provide the following information on a separate sheet: Police Report or Court Documentation of Resolution, Date of Incident; Place and Address of Incident; Name of Supervisor; Telephone Number; Detailed Explanation.**

Have you signed any non-compete or non-solicit agreement with any other employer that might restrict you from working for this company? ☐ YES ☐ NO

If Yes, please explain: \_\_\_\_\_